

**20 DECEMBER 1999**



**Personnel**

**PERSONNEL AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AMC/DPFMR  
(Mrs. Wanda Nikolauzyk)  
Supersedes AMCI 36-2808, 31 May 1995

Certified by: HQ AMC/DP  
(Col Gerald D. Ball)  
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This instruction establishes criteria and objectives for the following AMC-sponsored personnel awards. It applies to personnel as specified in the individual award criteria. This regulation does not apply to Air National Guard and US Air Force Reserve units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security number as a personal identifier. The SSN is required for positive identification of personnel.

***Summary of Revisions***

Eliminates need for photos for Company Grade Officer of the Year and makes changes to routing, board, and nominating procedures for the Airlift/Tanker Young Leadership Award. Also changes the AMC Outstanding Civilian of the Year Award procedure.

**1. General .** This instruction places all AMC-sponsored Directorate of Personnel awards into one instruction.

**2. AMC Company Grade Officer of the Year (CGOY) Award :**

- 2.1. Responsible Agency. HQ AMC/DPFMR.
- 2.2. Purpose or Objective. To recognize unique or exceptional achievement, outstanding duty performance, and extraordinary contribution to overall mission accomplishment by AMC CGOs.
- 2.3. Eligibility. All AMC officers in the grades of second lieutenant through captain as of 31 December of the year prior to the award presentation.
- 2.4. Description. The award is an appropriately engraved plaque.
- 2.5. Frequency of Award. Annually.

2.6. Method of Presentation. Selectee's unit will make presentation arrangements. Selectee's unit will provide TDY orders and funds, when required, including commercial travel if government transportation is not available.

2.7. Source of Evaluation. The AMC CGOY is selected from nominations submitted to HQ AMC/DPFMR NLT 15 February. Nomination packages will include [Attachment 2](#), [Attachment 3](#), and [Attachment 4](#) of this instruction and a base-level records review report on individual personnel (RIP).

2.8. Related Directives. None.

2.9. Criteria. Individuals competing for this award are considered on the basis of the following criteria:

2.9.1. Leadership and job performance in primary duty during the preceding calendar year. This could include job knowledge and leadership qualities applied to a specific Air Force problem, combat situation, or development of new techniques, procedures, or processes which result in increased mission effectiveness.

2.9.2. Significant self-improvement through off-duty schooling, membership in professional or cultural societies or associations, development of creative abilities, etc., during the preceding calendar year.

2.9.3. Participation in social, cultural, or religious activities in the military and/or civilian community which, tangibly or intangibly, contributes to community or group welfare, morale, or status during the preceding calendar year.

2.9.4. Other accomplishments which, by its nature or results, set the officer above others of equal or higher grade.

2.9.5. Air Force or civilian awards, prizes, titles, certificates of appreciation, etc., obtained as recognition for personal services rendered or contributions made to military and/or civilian community life.

2.9.6. Demonstrated ability as an articulate and positive spokesperson for the Air Force.

2.10. Nominating Procedures. Wing commanders may nominate one officer to NAFs. NAFs are limited to one nomination from all submissions received from subordinate units. NAFs will submit their nominations to HQ AMC/DPFMR. Each HQ AMC Director may nominate one officer to HQ AMC/DPFMR. The nomination is to be signed by the nominee's wing commander or vice commander/director or deputy director. Negative replies are required. See [Attachment 2](#), [Attachment 3](#), and [Attachment 4](#) for nomination, narrative justification using bullet format on AF Form 1206, **Nomination for Award**, and biography formats. Ensure nominating letters contain the nominee's Social Security Number (SSN).

2.11. How Recipient is Determined. Nominating correspondence is reviewed by an AMC selection board. The board considers and evaluates nominees on their own merits. Board selection is subject to approval by AMC/CC/CV.

2.12. Publicity. The HQ AMC Office of Public Affairs (HQ AMC/PA) provides maximum publicity of the AMC Company Grade Officer (CGO) through the use of local and command news releases, articles in the command newspaper, commander's calls, etc.

### 3. Airlift/Tanker Association Young Leadership Award (ATAYLA):

3.1. Responsible Agency. HQ AMC/DPFMR.

3.2. Purpose or Objective. To recognize 12 outstanding individuals who will likely become future leaders within the air mobility community.

3.3. Eligibility. Nominations are open to all individuals in air mobility operational and support functional areas. Nominees must meet one of the following eligibility criteria: Officer serving in the grade of captain or below or airman serving in the grade of technical sergeant or below as of 30 October of eligibility year. Inclusive dates for award are 1 January to 31 December of previous year and nominee must have retainability in the Air Force through 31 December of the presentation year.

3.4. Description. The award includes a personalized plaque, certificate, and an Airlift/Tanker Association (ATA) membership presented by the ATA at the national convention. Unit nominees will receive certificates of recognition and an ATA membership.

3.5. Frequency of Award. Annually.

3.6. Method of Presentation. The ATA will conduct the award ceremony for the 12 honorees during the annual convention. Nominating units will provide temporary duty orders and per diem funds to cover the cost of travel, room, food, incidentals, and registration fees.

3.7. Source of Evaluation. The ATA Young Leaders are selected by an awards board consisting of colonels; AMC/CV will approve the board's results.

3.8. Related Directives. None.

3.9. Criteria.

3.9.1. Scope of Responsibility and Job Performance. Include duty title, level of organization, number of military and civilian personnel supervised (directly or indirectly), and programs/accomplishments for which nominee was directly responsible.

3.9.2. Professional Leadership. Nominees must have demonstrated exceptional leadership traits within the air mobility community.

3.9.3. Leadership Image. Nominees' personal leadership traits must be evidenced in their character, conduct, and willingness to accomplish goals and accept additional responsibility.

3.9.4. Community Involvement. Nominees should project their leadership skills within the local military and/or civilian community through service activities.

3.10. Nominating Procedures. HQ AMC Directors are authorized to submit one nominee. NAFs are authorized to submit five nominees each. HQ ACC, AETC, AFMC, PACAF, USAFE, AFSOC, ANG, and AF Reserves are invited to submit three nominees each. The commander or vice commander/director or deputy director will sign the nominating letter. Nomination packages are to be submitted to HQ AMC/DPFMR NLT 1 May. Negative replies are required. The nomination package must contain:

3.10.1. Nomination Letter (see [Attachment 2](#)).

3.10.2. Narrative Justification using bullet format on AF Form 1206 (see [Attachment 5](#)).

3.10.3. Biography (see [Attachment 4](#)).

3.10.4. Three 5" x 7" color, head and shoulders photographs (with negatives) in service dress uniform without headgear.

3.11. How Recipient is Determined. Nominations are reviewed by a selection board. The board considers and evaluates nominees on their own merits. The 12 members selected will be presented to the ATA membership during its annual convention. HQ AMC/DPFMR will forward, by 1 July, copies of all nomination packages to the President, ATA and board results to the ATA Secretary.

3.12. Publicity. All selectees' biographies and photographs will be published in **The Airlift/Tanker Quarterly**. HQ AMC/PA will prepare internal and external releases on the awards process and winners to gain maximum exposure before public and command audiences.

#### 4. AMC Outstanding Civilian of the Year Award:

4.1. General: The purpose of this awards program is to:

4.1.1. Enhance visibility of accomplishments of command civilian employees.

4.1.2. Encourage supervisors to recognize accomplishments of their civilian employees.

4.1.3. Encourage civilian employees to strive for greater effectiveness and efficiency.

4.2. Description of Award: The award consists of a certificate of achievement signed by the AMC Commander (or designated representative), and an engraved memento. Recipients also have the option of selecting a \$300.00 cash Notable Achievement Award (NAA) or a 2-Working Day Time-Off Award (TOA).

4.3. Responsibilities:

4.3.1. The Civilian Personnel Branch of the Directorate of Personnel, HQ AMC, controls and administers the program for the command.

4.3.2. The executive secretary for the AMC Incentive Awards Committee (IAC) reviews award nominations to ensure compliance with this instruction.

4.3.3. Empowered by the AMC Commander, the AMC IAC, a quorum consisting of three voting members, selects the award winners. The AMC IAC chairperson or alternate chairperson will act as "tiebreaker" in the event of equal scores and approves the selections.

4.3.4. Each nominating organization funds (when applicable), initiates, and submits appropriate papers granting an NAA or TOA for its respective winner(s) to their servicing civilian personnel flight. Although it may be the winners' prerogative to choose and determine when to use the time off, they must follow established leave requesting procedures.

4.4. Award Categories:

4.4.1. Employees in grades GS-01 through 08 and WG-/WL-01 through 08 compete in Category 1, Civilian Program Specialist.

4.4.2. Employees in grades GS-09 through 12, WS-01 through 12, and WG-/WL-09 and above compete in Category 2., Civilian Program Manager.

4.4.3. Employees in grades GS-/GM-/WS-13 and above compete in Category 3, Civilian Senior Program Manager.

4.5. Eligibility Requirements: All AMC appropriated fund civilian employees, regardless of sex, color, creed, or citizenship, who meet the criteria are eligible for these awards. Each nominee must have:

4.5.1. Worked in AMC appropriated fund position(s) throughout the award period (Jan-Dec).

4.5.2. Received at least an excellent performance appraisal, quality salary increase, or special recognition during the award period (Jan-Dec).

#### 4.6. Nomination Procedures:

4.6.1. Nomination packages are due to HQ AMC/DPC, 100 Heritage Drive, Room 106, Scott AFB IL 62225-5002, in accordance with the following paragraphs **NLT the third Friday in March** each year:

4.6.1.1. AMC headquarters staff, TACC, and headquarters field operating agencies nominating procedures are in accordance with AMC HOI 36-2802. AMC Air Mobility Warfare Center may nominate one civilian employee in each category from civilian employees assigned and attached to their unit direct to HQ AMC. AMC headquarters Staff, its DRU and FOA commanders should contact the command civilian award administrator, HQ AMC/DPC, DSN 576-4063, for nominating instructions.

4.6.1.2. AMC Numbered Air Force (NAF) commanders may nominate one civilian employee in each category from the civilian employees assigned and attached to the NAF headquarters, *excluding wings*, direct to HQ AMC/DPC. NAF headquarters operating locations should contact their respective NAF headquarters award manager (15 AF/CXP; 21 AF/DSY) for nominating instructions.

4.6.1.3. AMC wing commanders may nominate one civilian employee in each category from the civilian employees assigned and attached to their wing direct to HQ AMC/DPC. Wing group and squadron commanders should contact their Civilian Personnel Flight award manager for nominating instructions.

4.6.1.4. AMC remote and en route group commanders may nominate one civilian employee in each category from the civilian employees assigned or attached to their unit direct to HQ AMC/DPC. Remote and en route group commanders should contact the AMC Headquarters command civilian award administrator, HQ AMC/DPC, DSN 576-4063, for nominating instructions.

4.6.2. Nomination packages consist of one original AF Form 1206, Nomination for Award. Justifications should be accurate and succinct and address the subjects outlined below in bullet format (**Attachment 5**). Nominating NAF, wing, or comparable commander (or designated representative) signs the nomination form.

4.6.2.1. Job Description: Briefly describe the nominee's primary job responsibilities and duties (limit seven lines).

4.6.2.2. Significant Performance and Achievements: Provide factual and substantiated examples of the nominee's significant performance and achievements, above general job requirements, that warrant this recognition. Describe how well he or she improved operations; highlight any support they provided for any special projects; explain any other outstanding services the employee provided that benefited the AMC mission, etc.

4.6.2.3. Self-Improvement Efforts: Describe the nominee's self improvement efforts, if applicable. This segment may include training and educational activities, additional duties, community and/or civic activities, and family enhancement.

4.7. Selection Process: The AMC IAC executive secretary sends eligible award nominations to selected committee members who independently vote for a winner based strictly on the information contained in the nominations. The executive secretary completes the action according to the members' votes.

**4.8. Recognition and Publicity:**

4.8.1. Award presentations will take place at appropriate NAF, wing, or comparable-level ceremonies.

4.8.2. HQ AMC/DPC will announce winners to all AMC commanders.

RICHARD E. FITZHUGH, JR., Colonel, USAF  
Deputy Director of Personnel

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AMC HOI 36-2802

***Abbreviations and Acronyms***

**ACC**—Air Combat Command

**AETC**—Air Education and Training Command

**AFMC**—Air Force Material Command

**AFSOC**—Air Force Special Operations Command

**AMC**—Air Mobility Command

**ATAYLA**—Airlift/Tanker Association Young Leadership Award

**ATA**—Airlift/Tanker Association

**ANG**—Air National Guard

**CGO**—Company Grade Officer

**CGOY**—Company Grade Officer of the Year

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**HQ**—Headquarters

**IAC**—Incentive Awards Committee

**NAA**—Notable Achievement Award

**NAF**—Numbered Air Force

**PACAF**—Pacific Air Force

**SSN**—Social Security Number

**TDY**—Temporary Duty

**TOA**—Time Off Award

**USAFE**—United States Air Force Europe

## Attachment 2

**NOMINATION FORMAT FOR THE AMC CGO OF THE YEAR AWARD  
AND AIRLIFT/TANKER ASSOCIATION YOUNG LEADERSHIP AWARD**

**NAME OF AWARD:** AMC Company Grade Officer of the Year, XXXX  
or Airlift/Tanker Association Young Leadership  
Award, XXXX

**FROM:** 375th Airlift Wing

**INCLUSIVE DATES OF ACHIEVEMENT:** 1 January XXXX - 31 December XXXX

**NOMINEE:** John Doe, Jr.

**GRADE:** Captain

**SSN:** 000-00-0000

**DOB/DOR:** 29 June XXXX

**PRESENT ORGANIZATION  
AND STATION:** 375th Support Group  
Scott AFB, Illinois 62225-5000

**PRESENT HOME ADDRESS:** Lexington KY 40506

**NOMINATED FOR:** AMC Company Grade Officer of the Year or Airlift/Tanker Association Young  
Leadership Award for excellent performance; outstanding professional skill, knowledge, and leadership  
as Chief, Customer Assistance Section, Military Personnel Flight.



**Attachment 3**

**NARRATIVE JUSTIFICATION FOR AMC COMPANY GRADE OFFICER OF THE YEAR  
AWARD**

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:**

**SIGNIFICANT SELF-IMPROVEMENT:**

**COMMUNITY INVOLVEMENT (Social, Cultural, and/or Religious Activities):**

**OTHER ACCOMPLISHMENTS:**

**AIR FORCE OR CIVILIAN AWARDS, PRIZES, TITLES, ETC:**

**ARTICULATE AND POSITIVE SPOKESPERSON FOR THE AIR FORCE:**

*NOTE:* Limit the bullet narrative to a single-spaced typewritten AF Form 1206 (front and back).

**Attachment 4****STANDARD BIOGRAPHY FORMAT****CAPTAIN JOHN DOE, JR.****AFSC: 36PX, CHIEF, CUSTOMER ASSISTANCE SECTION**

Captain John Doe, Jr., is a personnel officer assigned to the 375th Support Group, Scott AFB, Illinois. He is 31 years old. Captain Doe was born in Lexington, Kentucky, on 29 June 1963. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership on and off the field. After graduating from high school in 1981, Captain Doe was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently attended ABG College and graduated in the top third of his class.

Upon completion of Officer Training School at Lackland AFB, Texas, in 1985, Captain Doe began technical training as a personnel officer at Keesler AFB, Mississippi, where he was an honor graduate (December 1985). He was then assigned to Scott AFB. Captain Doe is married to the former Jane Smith. He is active in his local church, where he serves as youth counselor. He was selected as the Outstanding Company Grade Officer of the Quarter and subsequently for the year 1986 for the 375th Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

**NOTE:** Limit the biography to one single-spaced typewritten page.

**Attachment 5**

**NARRATIVE JUSTIFICATION FOR AIRLIFT/TANKER ASSOCIATION YOUNG  
LEADERSHIP AWARD**

**SCOPE OF RESPONSIBILITY AND JOB PERFORMANCE:**

**PROFESSIONAL LEADERSHIP:**

**LEADERSHIP IMAGE:**

**COMMUNITY INVOLVEMENT:**

*NOTE:* Limit the bullet narrative to a single-spaced typewritten AF Form 1206 (front and back).

**Attachment 6****NARRATIVE JUSTIFICATION FOR AMC OUTSTANDING CIVILIAN OF THE YEAR  
AWARD****JOB DESCRIPTION: (LIMIT TO 7 LINES)****SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS:****SELF-IMPROVEMENT EFFORTS:**

*NOTE:* Limit the bullet narrative to a single-spaced typewritten AF Form 1206 (front and back).